

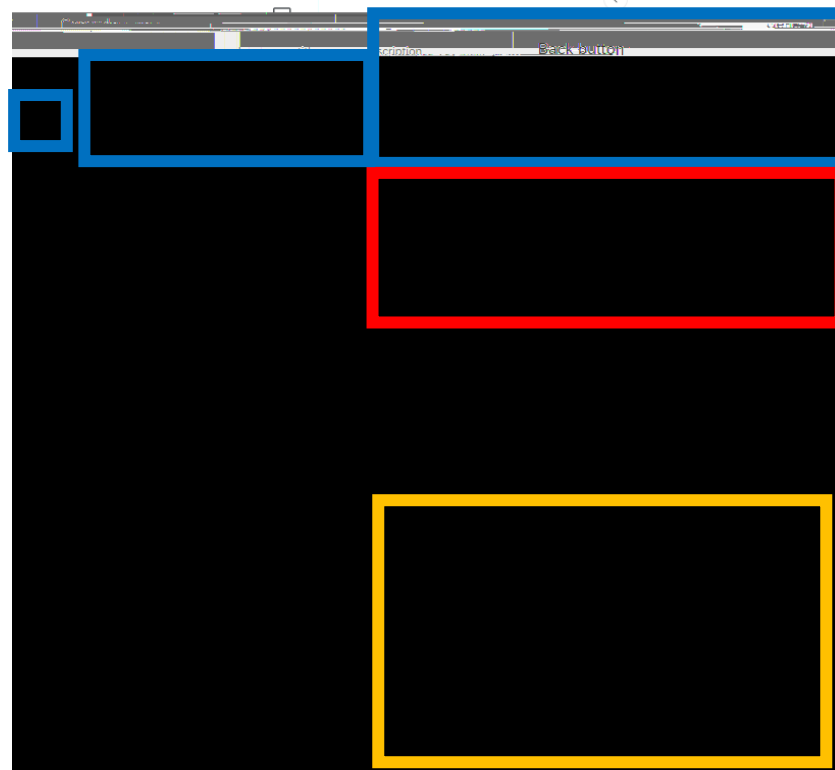
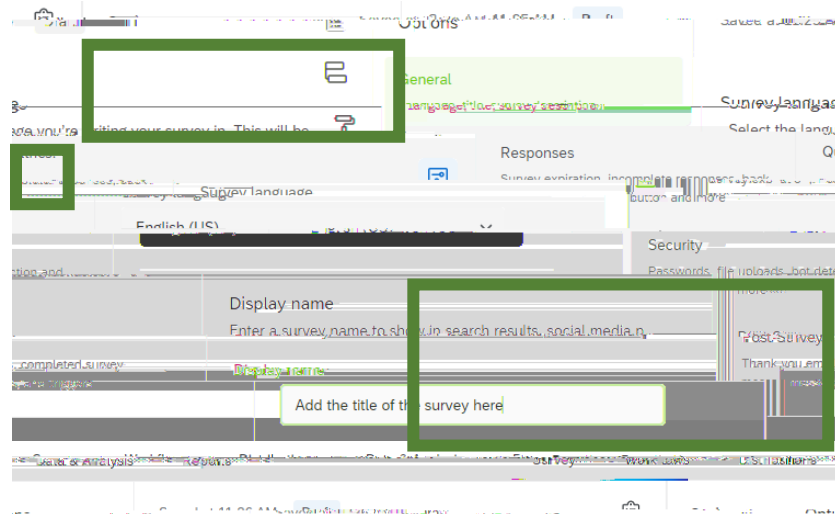
Qualtrics Pre-Approval Check List

The to-do list before submitting for approval.

- 1.

Qualtrics Pre-Approval Check List

4. Add a "Submit" button on the last question. To do this, move the last question to a new block, then change the next button text to Submit. (Click on Block name (top left corner of start of block, Block #) → the left-side window will display "Next/Previous button text" (select this). If you have a short form that does not have any page breaks or display logic (i.e. the respondent will see all the questions at once and there are no skips), you do not need to put the last question in a new block, just change the next button text to be Submit.
5. Run Spell-check using Tools → Review → Spell Check
6. Survey Options Tab – Make these changes
 - a. Survey Options – General: Change the Survey Display Name
 - b. Survey Options – Responses:
 - i. Enable the Back button
 - ii. Disable allow respondents to finish later
 - iii. Choose how to handle incomplete response (this will vary between surveys and what you want)



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7. Test your survey!!!! Multiple Times!!! (use the Preview button)
 - a. Look for formatting issues such as matrix table questions that require scrolling (solution - split into 2 or more matrix tables) (drag the matrix table column line over so that they are only one line long)
 - b. Add page breaks, especially when the survey question types change
 - c. Make sure all text is in the default font
 - d. Make sure your questions and answer categories match/make sense (Read them out loud).
 - e. Check your back/next buttons (are some arrows and some text? – See #3)
 - f. Make sure you only have a submit button on the last question (See #4)
 - g. Be sure and click the Submit button when testing so you see what happens after one finishes the survey

8. Test any workflow